

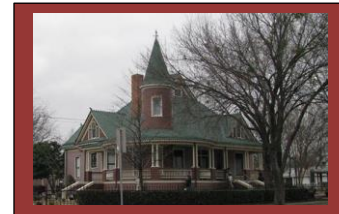


EMPLOYMENT OPPORTUNITY: Recreation Supervisor Brown House



SUMMARY: City of Wylie (pop, 44,000) seeks a Recreation Supervisor for our award-winning city. This position is located at the historic Brown House in downtown Wylie. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top "Best Places to Work" in D/FW and received the #19 out of 100 ranking for "Best Places to Work" by the Dallas Morning News in November 2011.

SALARY: \$19.66 minimum per hour
FULL-TIME: Yes



JOB SUMMARY:

Under the general supervision of the Recreation Manager, works in partnership with others to deliver effective and innovative recreation services. The Employee provides safe, healthy, and entertaining services to the guests at assigned facility. The ideal candidate should have a proven record of working with public recreational programs. Job functions are accomplished by overseeing staff and operations of the assigned facility, selecting and supervising personnel, performing administrative duties, and providing customer service. Other duties include maintaining equipment and supplies.

The Recreation Supervisor manages the historic Brown House and Bart Peddicord Community Center, located in downtown Wylie. The Supervisor directs part-time staff and coordinates facility rentals and special events. The Supervisor must be able to operate independently, and adapt well to change and ambiguity. The ideal candidate is passionate about exceptional guest service and the care of older facilities, and has a proven history of providing exceptional guest care, rental, and hospitality experiences. Providing examples of contributions to revenue production, marketing/promotions, and operation management is encouraged. **Availability must be flexible.**

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Over three years; up to and including five years of experience. Knowledge of the philosophy and techniques of recreation programming, equipment, and supplies standard to recreation programs. Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a bachelor's degree. Major course work in parks and recreation or related field. CPR, First Aid, and AED within six months of hire; Valid Driver's License.

TO APPLY: Please submit an application and resume, if a resume is available. Visit our website at www.wylietexas.gov to print an application. Mail or hand deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.